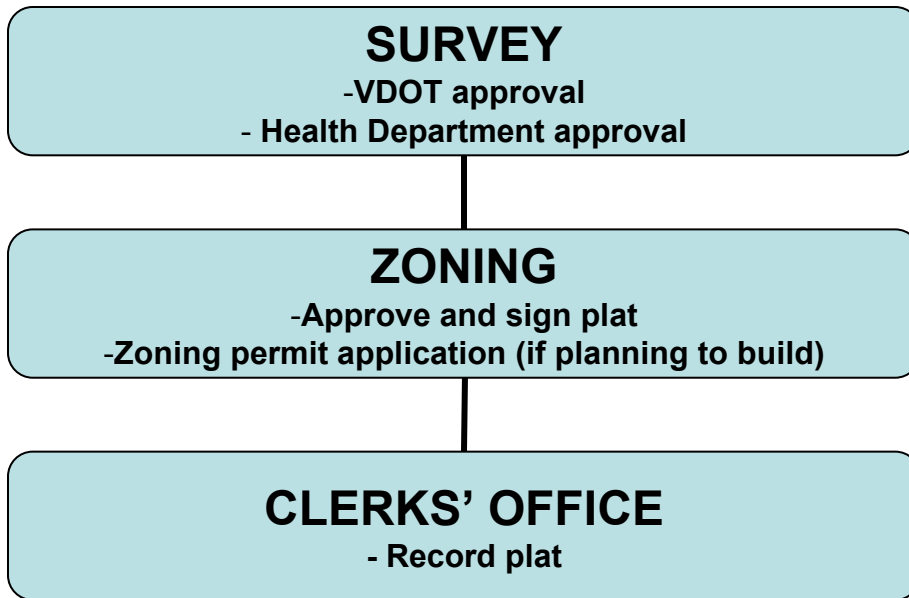


# Process to Subdivide Property

-Division of a parent tract / minor subdivision

-Family subdivision



## How to determine whether a parcel is a parent tract:

- Researching the deeds in the Clerks' Office will provide information to determine whether a parcel is a parent tract by showing the date the parcel came into existence (prior to April 5, 1991)
- If it is, then you are allowed to divide the property into a maximum of three parcels from the original parent tract. This type of division is called a minor subdivision.
- If not, then you will need to apply for a rezoning to create a major subdivision (four lots or more). A rezoning involves creating a site plan for review, filing for a rezoning permit (\$550), and review and public hearings by the Planning Commission and Board of Supervisors. The first step in the rezoning process is a pre-application meeting with the Zoning Administrator. Please contact the office to schedule this meeting.

## Survey Requirements (County Code Sec. 54-121):

- 1) Prepared by a surveyor licensed to do business in the state
- 2) Date, scale and true north point shall be shown on the plat
- 3) Location of the subdivision by magisterial district, assessor's parcel number(s), county and state
- 4) Boundary lines of all existing and proposed lots which shall be in conformance with applicable zoning requirements
- 5) All lots shall have a 50-foot deeded right-of-way
- 6) All lots shall be consecutively numbered
- 7) The setback (front, side, rear) requirements must be shown on all survey plats submitted for approval